

## **FREQUENTLY ASKED QUESTIONS ABOUT THE MONTGOMERY COUNTY COUNCIL NONPROFIT GRANTS PROCESS**

### **What is the Purpose of the Council's Grants Process?**

The Montgomery County Council believes that strong partnerships with nonprofit organizations are critical to meeting County objectives. Accordingly, the Council will consider funding programs and projects that advance the County's services, goals, and objectives in areas including, but not limited to, the following: health and human services, community development, education, recreation, and economic development.

**In these very difficult economic times for many of our residents, the Council is particularly interested in proposals that provide emergency and other assistance to the neediest members of our community.**

Organizations interested in applying for arts and humanities grants should contact Ms. Fran Abrams or Ms. Michelle Grove of the Arts and Humanities Council at 301-565-3805 or [grants@creativemoco.com](mailto:grants@creativemoco.com).

If you are interested in applying for an adult literacy or ESOL grant, please contact Ms. Heather Ritchie, Montgomery Coalition for Adult English Literacy at 301-881-3177 or [hritchie@mcael.org](mailto:hritchie@mcael.org).

### **Who is Eligible to Apply?**

Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.

Grants will be awarded for projects in Montgomery County only. Organizations must provide service or activities for Montgomery County residents. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents.

### **How Do I Apply?**

Organizations interested in applying for a FY2011 Council grant may access the application on the Council's web site at: [www.montgomerycountymd.gov/council](http://www.montgomerycountymd.gov/council). If you do not have access to the Internet, you may call 240-777-7924 and an application will be sent to you in the mail. You may also pick up an application at Legislative Information Services at the Council Office Building, 5th floor, 100 Maryland Avenue in Rockville.

Applications may be hand-delivered or sent by postal mail to the Legislative Information Services Office of the Montgomery County Council, 100 Maryland Avenue, 5<sup>th</sup> floor, Rockville, Maryland 20850. Organizations must submit five complete copies of each application. Applications should be stapled or clipped but not bound.

If you have already applied for a FY2011 Community Development Block Grant or Community Service Grant, you may also apply for a Council grant in the event the Executive does not recommend your organization for funding. You do not need to complete a separate Council grant application, although please do complete page 5 of the Council grant application and please respond to any of the questions on pages 6-7 that are not included in your CDBG/CSG application, particularly questions 7-14.

### **What is the Deadline for Applications?**

**January 29, 2010, 4 p.m.** is the deadline for applications. They must be received in Council offices by that time in order to be considered for funding. Please note that no applications will be accepted after January 29, 2010.

### **What is the Review Process?**

The Council has appointed a community Grants Advisory Group to review and evaluate applications. Applicants may be asked to respond to questions from the Grants Advisory Group in a brief question and answer session. These sessions are tentatively planned to occur in March. Applicants will be contacted with additional information on the Question and Answer sessions.

The Grants Advisory Group will base their evaluations on the following criteria established by the County Council: cost-benefit; public benefit; strength of organization and strength of proposal. Additional detail on the evaluation criteria is contained in Appendix I of the Council Grant Application.

The Grants Advisory Group is scheduled to issue a written report to the County Council by April 23, 2010. The report will be available on the Council's web site and will contain one-page evaluations of each grant application reviewed by the Grants Advisory Group. This written report will not contain scorings or rankings of applications.

In early May, the Council's Grants Manager will provide recommendations regarding funding of grant applications. Further detail will be provided later in the spring. In late May, the County Council will make funding decisions as part of the Fiscal Year 2011 budget.

Funding for any selected proposals will only become available approximately 60-120 days after July 1, 2010, after execution of a required contract with Montgomery County Government that includes reporting and other requirements, including insurance. Organizations should not deliver any services or purchase any goods prior to the execution of the contract with the County, and receipt of a valid Purchase Order. The grant application provides further details.

### **Is There a Maximum Grant Amount?**

The Council has not set a limit on the amount of funding an applicant can request. However, for the last three years, approximately 75%-80% of the proposals funded by the Council through its

grants review process were \$50,000 or less.

### **Is There a Limit on the Number of Grant Proposals from an Organization?**

The Council has not set a limit on the number of proposals from a single organization.

### **Is There a Restriction on the Types of Activities or Requests That Can Be Funded?**

Generally not. In addition to program-related requests, the Council has funded capital equipment purchases, administrative support, staff training, and other “overhead” type requests. They must be specifically described and identified for a specific purpose. It is important to keep in mind that funds are for one year only.

### **Is There an Overall Amount of Funding Available for Grants?**

For FY2011, the Council has not yet made a decision whether to set an overall funding target for grants. Last year, the Council ultimately funded \$1.8 million in Council grants in late May, 2009, as part of the Council’s actions on the operating budget.

### **What Changes/Additional Information is Required in This Year’s Application?**

- This year’s application again requires submission of salaries and positions of any of organization’s employees earning \$100,000 or more. If your organization does not have any staff meeting that threshold, please indicate Not Applicable.
- While not a new requirement, please note the importance of providing proof of applicant’s incorporation status and current legal name issued by the State Department of Assessment and Taxation and proof of applicant’s not-for-profit status issued by the Internal Revenue Service. Page 9 of the grant application provides further details.
- On page 2 of the Council Grant Application there is a checklist of all the required information and attachments. Please refer to this checklist before submitting your application to ensure you have included all the required information and attachments in your application.

### **Who Do I Contact if I Have Questions?**

Questions concerning grant applications should be directed to Peggy Fitzgerald-Bare, Council Grants Manager at 240-777-7924 or [council.grants@montgomerycountymd.gov](mailto:council.grants@montgomerycountymd.gov).